

## Illinois Wesleyan - Guidelines for Transfer

### • To transfer a class to Illinois Wesleyan University:

- Consult with your advisor for appropriate course planning.
- Optional: Set up a Transferology account (<https://www.transferology.com/school/iwu>)
- Use the Find a Replacement Course feature on Transferology to search for a transfer course
- If a course is not listed in Transferology, we have not reviewed it yet. Submit a transfer of credit form.
- Complete the front side of this form and submit completed form to Registrar@iwu.edu
- Watch your email for a message with approval/denial information for your transfer request

### • Transfer courses must:

- Be completed at a regionally accredited institution at the time of your enrollment.
- Receive a grade of "C" or better. Pass/Fail graded courses will not be accepted except from institutions that define "pass" as C or better. Note: All transferable courses (C and above) taken at the other institution will be transferred, you may NOT elect to transfer in only select courses.
- Online courses will NOT be accepted for natural science lab or second language requirements.
- Be valued at more than .66 course units. If less, the course will NOT satisfy a shared curriculum, major, minor or certificate requirement. **(An IWU course unit is defined as being equal to 4 semester hours or 6 quarter hours. Therefore, a 3 semester hour course equals .75 course units.)**  
*(Beware that course unit values vary among the schools using this type of system, hence a course unit earned elsewhere may not exactly equal one course unit earned here.)*

- Grades earned for transferred coursework will **NOT** be calculated into your GPA at IWU. The grade(s) will appear on your IWU transcript.
- Under no circumstances may more than 50% of a major or minor be taken elsewhere. Students requesting coursework for the major/minor are strongly encouraged to meet with their advisor for course planning.
- Once enrolled at IWU, a student may earn **NO** more than four units of Shared Curriculum credit through a combination of credit by examination and courses transferred from other institutions, except for courses in approved off-campus study programs.
- **NO** course will be added to your transcript, regardless if pre-approved, if it results in receiving duplicate credit for coursework at IWU. This applies to Advanced Placement (AP), International Baccalaureate (IB), Cambridge (CAM) exams, or any coursework earned at another institution.
- Only courses graded below a "C-" may be repeated.
- **NO** course will be added to your transcript if it would result in an overload unless permission to overload was previously granted for that term.
- Courses must be similar to courses that are now, or would be, offered at IWU. They need not be exactly the same or even substantially similar to current IWU courses, but they must be of the level, kind, and quality that the IWU faculty would offer here should circumstances warrant. Courses such as typing, word processing, college algebra (or courses in other disciplines below the introductory level taught here), and trade school courses for instance, will **NOT** be accepted for transfer.
- In general, courses transfer as lower division or upper division based on the course designation at the teaching institution, regardless of the designation of a similar IWU course. Do not assume that 100 & 200 level courses are lower division at every college -- they are not, nor are 300 level classes always upper division. Regardless of course number or content, credits earned at Illinois community colleges are **ALWAYS** lower division.
- Science Lab and Second Language courses require an additional verification form to be completed by the transferring institution's registrar's office. Please contact the IWU registrar's office for a copy of this form. Please note, courses from Illinois institutions with the IAI code CHM 911, 912, 913, 914 as part of the course description do not require additional verification. These IAI courses already require in-person labs.

## Transfer of Credit Request Form

Please see instructions on reverse of this form. Complete this form prior to enrolling in any transfer course.

Name: \_\_\_\_\_ IWU ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor: \_\_\_\_\_ Major: \_\_\_\_\_ Year/Term you will graduate: \_\_\_\_\_

When will you take this course? \_\_\_\_\_ From what institution? \_\_\_\_\_

Why are you unable to take this course at IWU? \_\_\_\_\_

Title of Transfer Course (Use title from the transfer school)	Course Prefix & Number (transfer school number)	Credit Hours	Online OR on campus, in person? * (write in below)	List the general education attribute you hope to earn**	What IWU class do you hope this will transfer as?	Are you repeating this course? (circle one)	Is this course required in major or minor? (circle one)
EXAMPLE: US History 1	HIST 101	3	Online	CHC, U	HIST 151	Yes No	Yes No
1						Yes No	Yes No
(For office use) Class transfers as:							
2						Yes No	Yes No
(For office use) Class transfers as:							
3						Yes No	Yes No
(For office use) Class transfers as:							
4						Yes No	Yes No
(For office use) Class transfers as:							

<p>*Language and Natural Science Lab courses <b>must</b> be on-campus courses. **If requesting General Education or Shared Curriculum credit, please list the attribute requested in the column above.</p>	<p>Office Use Only Course posted as/Units accepted</p>
<p>Providing false or misleading information in this regard can result in separation from the University. I have read the University's "Guidelines for Transfer" on the reverse side of this form, and understand that <u>any change</u> to the above approved courses when received on the official transcript will nullify approval and will require new approvals. (Sending form from IWU email counts as my signature.)</p> <p>Student signature &amp; Date: _____.</p>	<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>Code: _____ Date/Initials: _____.</p>